

ENVIRONMENTAL HEARINGS OFFICE
SUSTAINABILITY PLAN
As Required by Executive Order 02-03
July 2003

1. Agency Contact

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2. Sustainability Policy Statement

The Environmental Hearings Office (EHO) is committed to fulfilling its responsibilities under Governor Locke's Executive Order 02-03 and will strive to model the principles of sustainability in its procurement, transportation, facilities and operations. In addition, the Environmental Hearings Office will continue to assure its management decisions foster sustainability through efforts to reduce employee commute trips by allowing flexible work schedules, telecommuting and job sharing.

3. Long Range Goals

- Institutionalize sustainability as an agency value;
- Raise employee awareness of sustainability opportunities;
- Minimize energy and water use;
- Purchase chlorine free paper with 100% recycled content;
- Reduce, reuse and recycle office products;
- Shift to using non-toxic, recycled, recyclable, and remanufactured materials;
- Provide places to recycle within the office; and
- Minimize the office facility's impact on the environment.

4. Current Practices and Assessment of Opportunities

Baseline Data Collection

In order to begin tracking collective impacts and progress towards implementing EHO's sustainability objectives and well as to provide data to the Office of Financial Management for purposes of tracking state-wide progress, the following baseline data was collected for the fiscal year ending **June 2003**:

BASELINE DATA COLLECTION – FY 2003

Building space occupied by EHO	4,570 square feet
Number of Employees:	9
Number of Vehicles owned by EHO	0
Miles driven by EHO in GA Motor pool Fleet vehicles	4,904 miles
Miles driven in personal vehicles	6,354 miles
Total miles driven	11,258 miles
Amount of paper consumed (purchased)	351 reams
Percentage of paper containing 30-40% recycled content	100%
Percentage of paper containing 100% recycled content	0
Percentage of virgin paper used	0
Number of copies made by Sharp Copier	132,370
Energy Consumed (Calendar Year 2003)	62,895 kWh

Procurement of goods and services

Current Practices	Identified Opportunities
Purchase all paper products with partial recycled content	Purchase chlorine-free paper with 100% recycled content.
Leased copy machine has scanning and emailing capability to reduce copies.	Evaluate procedures to see how these features could be used to further reduce hard copies.
Purchase office furniture and accessories with some attention to ergonomic design.	Focus on purchases of office furniture and accessories that are ergonomically designed.
Purchase new toner cartridges for printers and fax machines.	Purchase recycled cartridges for printers and fax machines.
Some individual employee recycling of clips, binders and file folders.	Educate and require employees to reuse these items, and establish collection bins for employee convenience in recycling and reuse.
Purchase printed letterhead through the Dept. of Printing.	Develop a letterhead template for all correspondence.

Facilities and Grounds

Current Practices	Identified Opportunities
Purchase janitorial supplies through Central Stores.	Purchase environmentally friendly janitorial products and supplies through Central Stores.
Facility has fluorescent lights. Employees are encouraged to turn off lights in their offices and the restrooms when not in use, although there are no signs posted as reminders.	Put signs in restrooms and other areas to remind staff and visitors to turn off lights when room not in use.
Some employees turn off computers at night.	Set procedure for all computer equipment (except servers) to be shut down at night.
Facility is leased through GA with standard lease provisions.	Develop “green” lease clauses through GA for future lease.

Some restricted use of space heaters.	Find ways to eliminate use of space heaters.
No provision for mixed recycling (plastic, bottles, cans).	Begin service for mixed recycling.

Transportation

Current Practices	Identified Opportunities
Board members and judges are encouraged to carpool when traveling to hearings, and to use motor pool fleet vehicles, rather than personal vehicles.	Require carpooling and motor pool fleet car use when traveling to hearings.
EHO requests regular sedans or vans for travel.	Request hybrid or bio-diesel vehicles, once they become available.
Minimize travel by conducting conferences by telephone.	Continue telephonic conference policy, and explore video conferencing capabilities for hearings.
Currently, some EHO employees are working flex hours, condensed workweeks, and doing some telecommuting. One employee rides an IT vanpool. One employee rides a bicycle to work 50% of the time.	Encourage continuation of flexible work hours, condensed workweeks, telecommuting, vanpool and carpools, biking, walking, and other ways to reduce air emissions by reducing the number of vehicles on the highways.
All hearings are conducted in person.	Explore video conferencing for hearings.

5. Objectives for Biennial Plan

Institutionalize Sustainability as an Agency Value.

Establish initial plan and raise awareness in all employees of sustainable practices.
Establish baseline measures.

Reduce Energy and Water usage.

Establish procedures to reduce water and energy consumption.
Migrate to energy-efficient office equipment, including flat-panel monitors, computer, and printers.

Purchase Recycled, Non-toxic, and Remanufactured Products.

Begin using 100% recycled, chlorine free paper for all printing and copying.
Purchase supplies from the Central Stores "Environmentally Friendly Products List."

Reduce Waste and Inefficient Use of Resources

When possible, use double-sided copies.
Use email for inner-office communications.
Recycle all paper and mixed recyclable materials, including aluminum cans, plastic, glass, and cardboard.

6. Roles and Responsibilities

The Director and Sustainable Practices Coordinator will be responsible for carrying out the objectives, reports, and measures for the Sustainable Practices Plan.

7. Communication and Education

Share information at monthly agency meetings.

Use email to distribute sustainable practices information from other agencies/entities.

Put signs in the office and restrooms as a reminder to turn off lights when not in use.

8. Performance Measures and Continuous Improvement

File progress reports with the Office of Financial Management.

Establish baseline measures and track data usage for the next fiscal years:

- Paper consumption and recycled content.
- Miles traveled.
- Energy consumption.